

NASA AMES RESEARCH CENTER POLICY LETTER

Collection of Operating Budget for Institutional Pools

Definitions:

- Institutional Pools – Include G&A, F&RS ASP, and IT ASP
- G&A – General and Administrative Services
- ASP – Allocated Service Pool
- DSP – Demand Service Pool – A service pool that provides required services on an as needed basis. Typically referred to as a Serv.
- F&RS ASP – Facilities and Related Services – The ASP that includes utilities, maintenance, facilities planning, janitorial, and the Serv-E, M, and F overhead services
- IT ASP – Information Technologies – The ASP that includes ODIN, phones, desktop, systems, and Serv I overhead services
- Operating Budget – Approved fiscal year spending plan
- Center Management consists of the Center Director, the Deputy Director and the Deputy Director for Research

Policy:

All operating budgets approved by Center Management for Institutional Pools will be transferred from Programs/Projects before the end of the fiscal year. All changes or adjustments to the operating budgets for Institutional Pools will be approved by Center Management. Issues generated by changes in Programs/Projects execution year guidelines must be resolved by Center Management.

Throughout the year Programs/Projects will pay their Institutional Pool bills proportional to their authority received. Once funded at 90% of their guideline or August 1st (whichever comes first), Program/Project will be required to fund 100% of their Institutional Pool bills.

The implementation of this policy is the responsibility of the Office of the Chief Financial Officer.

Exceptions to this Policy:


Exceptions to this policy must be submitted to the Office of the Chief Financial Officer and will be considered on a case-by-case basis. All exceptions will be documented and implemented by the Office of the Chief Financial Officer.



STEVE ZORNER
Acting Deputy Director

12-21-05

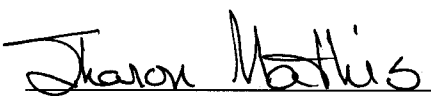
DATE



THOMAS J. MOYLES
Chief Financial Officer

12-21-05

DATE



SHARON L. MATHIS
Division Chief Resources Management Office

12.21.05

DATE